PHILIP MORRIS MANAGEMENT CORP. INTER-OFFICE MEMO

120 PARK AVENUE, NEW YORK, N.Y. 10017-5592

TO: Records Coordinators
Philip Morris Companies Inc.
Philip Morris Incorporated
Philip Morris Management Corp.

DATE: June 15, 1995

FROM: John J. Mulderig

RE: Records Disposal Suspension Notice

As Records Coordinators, it is your responsibility to see that all records are managed pursuant to the Records Management Policy.

This notice will serve to place the records described in the attachment to this memorandum under disposal suspension, to the extent they are not already under suspension, and extends to all such records regardless of their media. Except for electronic records which must be preserved in original electronic form pursuant to previously issued disposal suspension notices dated April 6, 1994, April 21, 1994, May 4, 1994 and July 28, 1994, electronic mail and other electronic records, if any, should be retained by printing and retaining a paper copy only, in accordance with the usual retention practice for electronic records subject to each Records Management Manual's Appendix entitled *Topics Subject to Disposal Suspension.* However, electronic records subject to disposal suspension that are incapable of being printed must continue to be maintained in electronic form.

Records already subject to disposal suspension are listed in the Appendix entitled *Topics Subject to Disposal Suspension* in the applicable Records Management Manual and in prior records disposal suspension notices. Prior disposal suspension notices and the Appendix entitled *Topics Subject to Disposal Suspension* in the applicable Records Management Manual remain in effect without change.

If there is any question about whether a record is subject to disposal suspension or regarding the appropriate means or media for retention, the record should be retained in its original media pending review by the Legal Department.

Please retain a copy of this disposal suspension notice for your files and, as always, distribute this records disposal suspension notice to persons in the departments for which you have records management responsibility. If you have any questions related to this notice, please contact John Mulderig (New York x3056) in the Legal Department.

Source: https://www.industrydocuments.ucsf.edu/docs/gsmk0001

The records covered by this disposal suspension notice are all records that relate to the subjects described below:

1. the recall of cigarette packings announced on May 26, 1995.

2. Triacetin Plasticizer purchased from Hoechst Celanese Corporation.

3. the distribution of cigarettes manufactured at Cabarrus, North Carolina; Louisville, Kentucky, and the Manufacturing Center in Richmond, Virginia, during the month of May 1995.

4. the handling and storage of cigarette packings returned pursuant to the recall announced on May 26, 1995.

5. Methyl Isothiocyanate, sometimes also known as "MITC."

CRW:gr
cc: D. Keane
R. Whidden
T. Beane
J. Chaump
D. Crawford
P. Dodd
H. Long
M. Moore
A. Padone
S. Reich
C. Wall

Source: https://www.industrydocuments.ucsf.edu/docs/gsmk0001